

**NORWICH DEVELOPMENT REVIEW BOARD  
MINUTES**

May 17, 2018

Tracy Hall Meeting Room

**Members present:** Lawe, Dean, Rotman, Ciccotelli, Teeter, Carroll

**Members not present:** Stucker      **Alternates present:** Pitiger, McCabe

**Alternates not present:**      **Clerk:** Phil Dechert, Acting Clerk

**Others:** Chris Holzwarth, Leah McLaughry, Suzanne and Graham Wallis, John and Jean Lawe, Carla and John Vincent

The meeting was called to order by Chair Lawe at 7:20 PM

1. **Agenda** – Approved
2. **Public Comments & Announcements** – None
3. **Minutes:** 5-3-18 Minutes were approved with changes
4. **Administrative Issues**
  - a. The Board discussed changing the meeting start time to 6:30 PM or 6:45 PM. No decision was made but it will be added to next meeting Agenda.
  - b. Future Schedule & Agendas
    - i. June 7, 2018 – No Hearing Scheduled
    - ii. Discussion of changing meeting start time to 6:30 PM or 6:45PM
    - iii. Rules of Procedure
5. **Public Hearing: 7:30 PM**
  - a. **#8BSUB18:** Final Plan Review of a Subdivision Application by John H. Turco and Mary G. Turco, Applicants and Landowners, to divide Lot 20-237.000 into 2 lots of approximately .93 acres and .84 acres at 38 Church Street. Application to be reviewed under the Norwich Subdivision Regulations.

The record in this case includes the following documents:

Submitted by Applicant

- A-1 Application #8BSUB18, dated 3-7-18
- A-2 Narrative, by Millbrook Design, LLC, dated 3-6-18
- A-3 Subdivision Site Plan, by Millbrook Design, LLC
  - a. C1 - Site Development Plan, dated 11-27-17; and
  - b. C2 - Site Plan, dated 1-4-18

Additional Documents for Final Hearing:

- A-4 DE Review Table, by Millbrook Design, LLC, dated 2-14-18 (updated 3-30-18 changing the DE on Parcel B from .26A to .27A)
- A-5 Subdivision Site Plans, by Millbrook Design, LLC, updated 4-30-18
  - a. C1 - Site Development Plan
  - b. C2 - Site Plan
  - c. D1 - Wastewater Disposal System
  - d. D2 - Wastewater Disposal System Details
  - e. D3 - Details
- A-6 Narrative Updated for Final Plan Review, by Millbrook Design, LLC, dated 4-30-18
- A-7 Subdivision Plat, by Millbrook Design, LLC, dated 4-30-18

Submitted by Zoning Administrator

ZA-1 Documents and Interested Parties list, dated 5-4-18

ZA-2 Ortho Base (2016) Photo of Overall Site Plan, dated 4-18

ZA-3 Development Review Board Preliminary Plan Review, dated 5-3-18

John Lawe, Chair for Turco Hearing opened the Public Hearing at 7:30 PM.

Present: Members: Lawe, Dean, Teeter, Ciccotelli, Carroll, Rotman

Alternates: McCabe (Participating), Pitiger (Not Participating)

Clerk: Dechert

Applicants: Chris Holzwarth, Millbrook Design

Interested Parties: None Member of Public: Leah McLaughry

Chris Holzwarth of Millbrook Design presented the Subdivision Plans for the Final Hearing. The Driveway Plan on the second lot was reviewed.

Shared driveway for a short distance then turns left across a new bridge over the drainage swale and then up to the new development envelope. Grades are less than 10%. The drainage swale is designed to allow excess groundwater from the Carpenter Street area to be drained under Church Street, across the Turco property between the existing lot and proposed new lot, under school property and eventually to the Connecticut River. There is an easement from the Turco property to the Norwich Fire District allowing the swale to be maintained. The easement specifically allows the Turco property to be subdivided. There are Class 3 wetlands at the bottom of the swale which are exempt from Vermont regulations but need approval from the Corps of Engineers based on a self-reporting permit.

A Driveway Maintenance Agreement shall be reviewed by the Zoning Administrator and recorded in the Norwich Land Records. All recorded deeds for the transfer of any either shall refer to the driveway maintenance agreement.

All of the Exhibits listed in Exhibit ZA-1 were accepted for the record. The motion passed 7-0.

Dean moved to close the hearing. The motion was seconded by Rotman and passed 7-0. The hearing was closed at 7:42 PM.

- b. #47BSUB17:** Continued from 4-19-18 - Preliminary Plan Review of a Subdivision Application by Glyn Jones Elwyn, Applicant and Landowner, to divide Lot 11-126.000 into 4 lots of approximately 3.9 acres, 2.2 acres, 2 acres and 98.2 acres at 720 Union Village Road. Application to be reviewed under the Norwich Subdivision Regulations.

The record in this case includes the following documents:

Submitted by Applicant

A-1 Application #47BSUB17, dated 12-14-17

A-2 Narrative, by Millbrook Design, LLC, dated 12-12-17

A-3 Subdivision Site Plan, by Millbrook Design, LLC, dated 12-12-17

a. Conceptual Site Development Plan;

b. C1 - Preliminary Overall Site Plan;

c. C2 - Preliminary Parcel Plan;

d. C3 - Preliminary Development Layout;

- e. C4 - Preliminary Private Highway Site Plan; and
  - f. D1 - Preliminary Private Highway Profile
- A-4 DE Review Table, by Millbrook Design, LLC, dated 12-12-17

Submitted by Zoning Administrator

- ZA-1 Documents and Interested Parties list, dated 4-23-18
- ZA-2 Density Calculation Sheet, dated 12-21-17
- ZA-3 Ortho Base (2016) Photo of Site Plan, dated 1-18
  - a. Overall Site Plan; and
  - b. Close-up of proposed three new lots
- ZA-4 Public Works Department Review, dated 1-27-18

Submitted by Interested Party

- IP-1 Email from Susan Jennings, abutter at 176 Blood Hill Road, dated 1-29-18
- IP-2 Letter from John Vincent, abutter at 80 Blood Hill Road, dated 2-26-18
- IP-3 Letter from Suzanne and Graham Wallis, abutter at 154 Blood Hill Road, dated 2-23-18
- IP-4 Letter from Suzanne and Graham Wallis, abutter at 154 Blood Hill Road, dated 3-29-18
- IP-5 Letter from Suzanne Wallis on behalf of Susan Jennings, abutter at 176 Blood Hill Road, dated 4-19-18

John Lawe, an abutter to the subject property, recused from the hearing. Nancy Dean, the Chair, presided and opened the hearing at 7:44 PM.

Nancy Dean, Chair for Elwyn Hearing opened the Continued Public Hearing at 7:45 PM.

Present: Members: Dean, Teeter, Ciccotelli, Carroll, Rotman

Alternates: McCabe, Pitiger

Acting Clerk: Dechert

Applicants: Chris Holzwarth - Millbrook Design

Interested Parties: John and Jean Lawe, Carla and John Vincent, and Graham and Suzie Wallis

**Site Visit Report:** Dechert reported – 4:00 PM at 720 Union Village Road.

Present: Members: Dean, Ciccotelli, Carroll, Pitiger and Rotman – Acting Clerk:

Dechert – Applicants: Chris Holzwarth, Interested Parties: Graham and Suzie Wallis, John Hanchett

The group walked in to the property from Union Village Road following the route of the proposed access road, looked at location of proposed bridge to replace culvert for stream and looked at the three proposed Development Envelopes.

Holzwarth inquired about possible “Intermediate Hearing.” He was advised that it would probably not be needed, but he may request it.

Wetlands Review - Chris Holzwarth explained that the wetland mapping was by Audrey Klum, a Wetlands Specialist in New Hampshire and checked by a Vermont State Wetlands Ecologist.

Neighbors had expressed concern regarding the functioning of the stream and pond in major storms. Holzwarth indicated that a licensed civil engineer will design the bridge with an oversized opening to allow debris to pass through debris. The bridge design will be reviewed by Vermont River Management Engineer. In response to a question, Holzwarth indicated that the aquatic function of brook should improve over the current culvert system.

The Board and Holzwarth discussed process for confirming compliance with plans for water issues: storm water, erosion, etc. Can be design consultant/engineer, Zoning Administrator, State Specialist or other designated expert.

Carroll – Status of IP's? Board heard personal feelings and anecdotal information, but limited evidence.

Dean – Findings are based on what the Board believes, not necessarily everything the Board has been told.

Rotman moved to close the hearing w/o determination of next step; Final or Intermediate Hearing. The motion was seconded by Pitiger and passed 7-0.

The hearing was closed at 8:12 PM.

## 6. Adjournment

The meeting adjourned at 8:20 PM followed by a Deliberative Session.

Phil Dechert, Clerk

*APPROVED 9/6/18*

Future DRB Meetings:

June 7, 2018 – No Hearing Scheduled

June 21, 2018 – No Hearing Scheduled

Development Review Board Agendas & Minutes are available at:

<http://norwich.vt.us/development-review-board/>